

# Cane Island Alers Bylaws

## 2013

Approved 07/28/2013 Revised 01/04/2017

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Cane Island Alers hereafter referred to as “the society”. The purpose of this society is an educational non-profit, namely to provide a medium for qualified persons to learn about, share information on, and skills in responsible brewing methods in the home environment.

**Dissolution Clause:** In the event of dissolution, all of the remaining assets and property of the organization shall, after payment of necessary expenses, be distributed to a non-profit organization designated by the standing officers.

**Nondiscrimination Clause:** The Cane Island Alers shall not permit in their conduct of club affairs, any restriction or limitation whatsoever based upon race, color, creed, gender, sexual orientation, national origin or employment status.

### ARTICLE II - AREA

The area served by the organization shall be the Greater Houston Area.

### ARTICLE III - DUES

Annual dues shall expire on and become due in January of each year. If payment of dues in full is not received by the 1<sup>st</sup> monthly meeting following the expiration date, the member shall cease to be current and all benefits, rights and privileges shall be revoked until such time as payment in full is received.

Dues are required as a condition of membership and to support club activities. Dues will be established by the elected officers, and reviewed on a yearly basis for appropriateness. Current dues cost and dues structure will be posted on the club website.

### ARTICLE IV - MEMBERSHIP

**A. Eligibility** - Individuals who are at least 21 years of age, who have paid annual dues and have a significant brewing interest in the area served by the organization shall be eligible for membership.

**B. Duration** - Membership shall be on an annual basis effective January 1<sup>st</sup> of each year.

**C. Liability** - All members shall be responsible for his/her own actions and shall hold the society blameless from any liability, which may result there from.

### ARTICLE V - VOTING

**A. Voting Rights** - Each elected officer shall have one vote per person in the affairs of the organization. Written proxies (or electronic attendance) will be accepted provided they are filed with the secretary at the beginning of the meeting wherein the proxy will be used. In the event of a tie, the ex-officio will provide the deciding vote.

**B. Quorum** - A majority number of elected officers, including written proxy or electronic attendance will constitute quorum.

**C. Nominations** - Nominations for club officers will be held on or before the November meeting. One or more persons shall be nominated for each position at the meeting and nominations may be made from the floor.

**D. Elections** - Elections for club officers will be held on or before December 31<sup>st</sup>, and the elected officers and directors will be installed January 1<sup>st</sup> of the following year.

**E. Removal** - An officer and director may be removed for cause by a 2/3 vote of the directors present and voting at any meeting of the Board of Directors in which a quorum is present. Final voting for removal of an officer or director will be performed by the general membership.

**1. Cause** – Dereliction of duties as defined by these bylaws.

**2. Notification** - Prior to taking final action on any motion to replace an officer or director, the Board of Directors shall cause written notice to be mailed to the officer or director at the address as it appears on the membership records, giving reasonable notice of the date, time and place of the meeting at which such action is proposed to be taken.

**F. Vacancy** - The Board of Directors may by majority vote of the directors present and voting, fill any vacancy caused by the death, resignation, removal, or incapacity of an officer or director.

## **ARTICLE VI - BOARD OF DIRECTORS**

**A. Definition** - The Board of Directors shall consist of the officers of the association, the immediate Past Director, who shall serve ex-officio. The elected directors shall serve for a term of one (1) year.

**B. Responsibility** - The Board shall have full power to manage this organization, the responsibility for carrying out its purpose and the establishment of rules for its operation.

**C. Vacancies** - The Board of Directors shall fill vacancies of elected director through appointment by the remaining members of the Board. Each person so appointed shall be a Director for the remaining period of vacancy and until a successor is duly elected.

**D. Meetings** - The Board of Directors shall hold regular board meetings and may hold special board meetings. A quorum of the board shall consist of a majority of the elected directors.

## **ARTICLE VII. - OFFICERS**

**A. OFFICERS:** The officers, whose terms shall be one year, and their respective duties are as follows:

### **i. DIRECTOR**

1. Shall preside at all meetings of the Board of Directors and General Membership and be Ex-officio member of every committee.
2. Shall plan the meeting, arranging for topical discussions, demonstrations, or guest speakers.
3. Shall call regular and special meetings of the General Membership and Board of Directors in accordance with these by-laws.
4. Shall create committees and coordinate the efforts of all Standing Committees.
5. Shall review the financial records of the club on a regular basis.

## **ii. DEPUTY DIRECTOR**

1. Shall in the absence of the Director, assume the responsibilities and duties of the Director. Shall assist the Director with coordinating “Field Trips”, visits to (and reciprocate) other clubs, conventions and/or workshops.
2. Under the direction of the Director, is responsible for the promotion and education of the club; arranging for educational programs such as peer and guest speakers, videos, books, workshops, “Q & A” sessions, etc...
3. Shall work under the direction of the Director to advance and promote the good image and beneficial works of the CIA Home Brew Club
4. Shall work with the Director to recommend, determine and implement policy decisions made by the Board of Directors
5. Shall assist in the execution of committees and be responsible for directing and advising committees formed by the Board of Directors and coordinate committee activity with other functions of the club.

## **iii. DIRECTOR OF COMPETITION**

1. Shall organize, coordinate, and promote all aspects of club-sponsored competitions, including the invitation and hosting of Judges, recruitment and assignment of stewards, cellar master and administrative assistants.
2. Responsible for ensuring all entrants have received all awards and judging sheets for each entry
3. Shall assist in facilitating club only and/or individual entries for participation in any AHA or other competitions
4. Shall work with the Director to recommend, determine and implement policy decisions made by the Board of Directors
5. Shall assist in the execution of committees and be responsible for directing and advising committees formed by the Board of Directors and coordinate committee activity with other functions of the club
6. Shall act as the principle point-of-contact between The CIA Home Brew Club and the American Homebrewer's Association, other homebrew clubs, businesses, and organization

## **iv. DIRECTOR OF INTELLIGENCE**

1. Shall keep written minutes of all the meetings and forward a copy of these minutes to the Director as soon as possible (while agenda is current and fresh in the Boards minds), but no later than the week of the next regularly scheduled meeting.
2. Shall present to the Board of Directors at their meetings all communications addressed to the club.
3. Maintains and develops The CIA Home Brew Club Website.
4. Maintains and develops The CIA Home Brew Club online forum.
5. Shall attend to all correspondence and perform all of the duties incidental to the office of the Secretary.

7. Shall maintain the official Club calendar (current and the calendar year), which should also include committee activities, beer festivals, homebrew and beer competitions, and any events relative to the purpose of the CIA Home Brew Club.
8. Shall be the archive of all official documentation of the CIA Home Brew Club.
9. Shall provide support to the Board of Directors to promote good communications within the CIA Home Brew Club
10. Shall serve as proofreader of all printed communication as requested or required.
11. Shall with assistance from the treasurer, maintain the membership list.
12. Shall correspond with other clubs and appropriate bodies relative to club matters.
13. Shall work with the Director to recommend, determine and implement policy decisions made by the Board of Directors
14. Shall assist in the execution of committees and be responsible for directing and advising committees formed by the Board of Directors and coordinate committee activity with other functions of the club

#### **v. DIRECTOR OF FINANCE**

1. Shall have the overall responsibility of care and custody for all club funds and securities. By regulation, the Treasurer is required to make all deposits for the club into the club account.
2. Shall render a statement of the condition of the finances of the club at each meeting of the Board of Directors and general meetings or at such other times as required.
3. Shall keep correct books of account of all its business and transactions and such other books of account as the Board of Directors may require.
4. Shall exhibit at all reasonable times the books and accounts to any members when requested.
5. Will advise the Board of Directors of methods for improving CIA Home Brew Club financial management.
6. Shall collect dues for deposit in the club's account
7. Shall do and perform all other duties normally pertaining to the office of the Treasurer. Shall work with the Director to recommend, determine and implement policy decisions made by the Board of Directors
8. Shall assist in the execution of committees and be responsible for directing and advising committees formed by the Board of Directors and coordinate committee activity with other functions of the club.

#### **vi. DIRECTOR OF OPERATIONS**

1. Shall organize, coordinate and promote all aspects of intra club competitions, brew-ins and other club related functions.
2. Shall assist all members in remaining in reasonable control of their faculties, and be responsible for the removal of any member who does not conduct themselves accordingly.
3. Shall coordinate the setting up and taking down of equipment, tables, chairs, etc in the meeting room.
4. Shall assist the Competition President during club sponsored competitions acting as Head Cellar Master, maintaining accountability of entrees and flights, coordinating/training stewards on

proper temperature, pour and etiquette during competition.

5. Shall work with the Director to recommend, determine and implement policy decisions made by the Board of Directors
6. Shall assist in the execution of committees and be responsible for directing and advising committees formed by the Board of Directors and coordinate committee activity with other functions of the club
7. Shall arrange and coordinate for a facility capable of supporting the competition. Responsible for the proper storage, tracking and accounting of entries received. Responsible for procuring awards/medals for winning entries

#### **vii. BJCP LIASE**

1. A non-elected position that Shall act as the principle point-of-contact between The CIA Home Brew Club and the BJCP
2. Arranges and coordinates BJCP Judging testing and certifications
3. Report changes in the BJCP or competition guidelines.

#### **viii. CONSULTING AGENT(S)**

1. A non-elected position appointed by the Board of Directors to local business mentors whom sponsor and advice the club in a professional capacity.
2. Serves as a Public Relations Representative between the Club, other businesses and the local community
3. Serves to advise and assist the Board of Directors with club meeting and activities.
4. Coordinates and acts as liaison for meetings/event spaces, field trips, and guest speakers

### **ARTICLE VIII – COMMITTEES**

The Director may, subject to Board approval, appoint such committees and committee chairpersons as may be required for the conduct of the aims of the society and consistent with its purpose. Chairpersons may select members of the organization for the purpose of assisting them in their respective undertakings.

### **ARTICLE IX – MEETINGS**

**A. Monthly meetings** - Regular meetings of the association shall be held monthly, generally, the last Sunday of each month. Director can change date of meeting. Meetings will generally be held at a designated public facility but also may be held at a member's home.

**B. Notification** - The time, date, and location of the next month's meeting shall be discussed and, if possible, decided upon during club business and will be posted on the web site. The Director shall be responsible for notifying the membership of any change in time, date or location of the monthly meeting.

### **ARTICLE X – BUSINESS**

**A.** Any matters of business brought before the society shall be presented to and acted upon by the Board of Directors.

**B.** Any motion first made at a meeting of the general membership shall be referred to the Board of Directors and proper committee, if any, for action. The Board of Directors shall act on such motion within 60 days and report its action to the next meeting of the general membership.

**C.** If a motion has not been enacted by the Board of Directors, the motion may be acted upon by the membership at the meeting following the expiration of the 60 day period, or the first membership meeting after the membership is advised that the Board has failed to take action on the motion or has failed to enact said motion.

## **ARTICLE XI – BUDGET**

**A.** Annual dues for each calendar year shall be set in the budget and payable on or before January 1st.

**B.** The dues collected for any given calendar year shall constitute income for the year received.

**C.** The newly elected officers shall prepare and shall present to the Board of Directors at its first meeting of the fiscal year a budget showing the receipts already received for the fiscal year and the proposed expenses. This budget shall be approved by the Board and presented to the membership for approval.

**D.** Upon approval, this budget shall be the authority of the Treasurer to disburse funds not in excess of the amounts budgeted.

**E.** In order to disburse any funds in excess of the amount budgeted, specific approval of the Board of Directors shall be required. In order to expend, during any calendar year, funds in excess of receipts, specific approval shall be obtained from both the Board and the general membership.

**F.** The Treasurer shall, at each meeting of the Board of Directors, present a report of current and year-to-date expenditures of the association and report on the amounts remaining in each item of the budget.

## **ARTICLE XII - AMENDMENTS TO BY-LAWS**

These by-laws may be amended or repealed by the affirmative vote of a majority in the presence of a quorum, at any regular or special meeting of the membership called for that purpose, or by the affirmative vote of a majority of the Board of Directors at any regular or special meeting of the Board of Directors called for that purpose, provided, however, that no change of time or place for the election of directors shall be made within sixty (60) days preceding the day on which such election is to be held, and that in case of any change of such time or place notice thereof shall be given to each member in person or by letter mailed to his/her last known address at least twenty (20) days before the election is held.

## **ARTICLE XIII - ACCESS TO BY-LAWS**

A current copy of these articles shall be available on the web site to all members.

**ACKNOWLEDGMENT**

By my signature below I hereby acknowledge that I have read and received the By-Laws and Charter of the CIA Home Brew Club and its attachments, and agree to be bound by the terms set forth therein:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_